



UNIVERSITY OF
THE DISTRICT
OF COLUMBIA



Director of Recruitment and Admissions

The **University of the District of Columbia** (UDC), located in the heart of the embassy district in one of the world's most cosmopolitan cities, Washington DC, invites inquiries, applications, and nominations for the position of **Director of Recruitment and Admissions**. Reporting directly to the President, Dr. Allen Sessoms, the new Director will oversee the admissions pipeline, from student recruitment through enrollment for UDC's flagship University and its Community College. The Director's leadership role is comprehensive in relationship to the admissions process, encompassing oversight of technology, development of policy and procedure, strategic management to achieve institutional goals, and management of the recruitment, enrollment, and admissions process. Collaborating with other departments of the University to develop and execute a strategic admission and recruitment plan, the Director will mentor and motivate a staff of fifteen in a responsive, student-centered, and results-oriented department. He or she will have an immediate opportunity to engage in strategic hiring to fill two Associate Director positions. This Directorship is a tremendous opportunity to provide oversight for growth as the University enters a promising new era in the District.

Successful candidates will have the ability to devise new and creative approaches to recruitment, solve complex problems, and keep pace with the changing needs of the higher education market. Outstanding analytical and planning skills and a high level of expertise in all aspects of admissions including developing, strengthening, and expanding admission programs, supporting innovation, and recruiting and developing staff will be critical qualities for superior candidates. In addition to proven leadership ability, the ideal candidate will value a customer service approach that incorporates a global perspective and have a commitment to diversity. Excellent oral, written, and interpersonal communication skills in a culturally diverse environment are essential. Candidates must demonstrate a willingness to work in a team setting with all levels of management, faculty, and staff across the institution. Knowledge of best practices in the field of admissions is required, and crucial for success is knowledge of media trends and technology in the information systems supporting the application process. Preferred knowledge and experience includes a history of success in an institution in an urban setting, experience with open admissions models, knowledge of admissions processes for career-focused students, and proficiency in Banner. Required qualifications are five years experience in the admissions field and previous supervisory experience. A bachelor's degree is required; an advanced degree is preferred.

The University of the District of Columbia, located in upper northwest Washington, DC, is the only public institution of higher education in the District, enrolling approximately 5,800 students from the local region, every state in the nation, and 100 foreign countries. Students matriculate in associate, baccalaureate, graduate, and professional programs. UDC promotes best practices across higher education, cognizant of shifting contexts for living and working in the 21st Century and beyond. The University has a commitment to preparing its graduates for immediate entry into the workforce, the next level of education, specialized employment opportunities, and life-long learning. For additional information about the University or this position, please visit: www.udc.edu.

Application: For a confidential discussion of the opportunity, or to nominate a colleague, please call Mary Wagner, RPA Inc. Senior Recruitment Specialist, at 413-835-0468 or email udcadmissions@rpainc.org. Review of candidates will begin January 11, 2012. A current resume and cover letter addressing the qualifications of the position in Word format should be sent to udcadmissions@rpainc.org. UDC is an EEO/AA Employer.